

## Lake Norman Charter High School 2018-2019 Course Selection & Registration

Please read these instructions carefully and completely before turning in your course registration card and/or finalizing your choices online.

### Rising 11th and 12th Grade Students Completing the Course Selection Card & Registering Online

Rising 11<sup>th</sup> and 12<sup>th</sup> grade students will complete a course selection card AND register online for their courses. The deadline is Friday, April 13.

#### Course Selection Card:

- Students should use a pencil and erase mistakes completely when completing the course selection card. The course selection card must be legible.
- An “X” should be used to mark core course selections and a number should be used to rank elective choices, with the most desired course being number “1.”
- Keep in mind that all courses listed are tentative. Courses are offered based upon the number of student requests and teacher availability. This especially applies to elective course offerings. In the event of a course-offering conflict, another elective choice will be used to complete a schedule. Students who do not list enough elective choices will be assigned to whichever course has seat availability.
- Students must obtain a teacher signature of recommendation for honors or AP level classes. If a student is unsure which teacher to ask, the current subject teacher can provide guidance.
- If a parent wishes to override a teacher recommendation, follow the procedures outlined below. This override process is only available to students who have an 85% or greater in the prerequisite course.
- Both the parent and student **must** sign the course selection card. If the card is not signed, it will delay the process of entering choices. The course selection card is the official and final document of the student’s course choices. It should be returned to the Counseling Suite at any time during the course registration process and no later than Friday, April 13.
- Schedule changes will not be granted to students who receive courses selected on their registration cards. This includes alternates selected.

#### Online Registration:

- Students and parents will be able to register for courses online either through a parent or student account in PowerSchool. The information and instructions for doing this will be sent home with students on Wednesday, March 21 via a personalized letter along with the third quarter report card.
- It is **strongly** recommended that the parent create a parent account in PowerSchool. Step by step instructions for doing this can be found in Schoology.

Go to Resources for either the Class of 2019, Class of 2020 or the HSP2P group and open the Registration folder.

- A list of course selection choices by grade level can be found in the same Registration folder in Schoology.
- Once students and parents log into the PowerSchool website they will click on the “Class Registration” icon on the left to choose their courses for next year.
- Students must choose one course in each core subject as well as their elective choices, along with alternatives for the electives.
- Only the courses that teachers recommend will be available for students to choose. If a student wants to take a different course or level, he or she must email the current teacher in that subject area. The teacher will “unlock” the course for the student to select if he or she is recommending the student. If the teacher does not recommend the student, the family will need to initiate a parent override meeting with the counselor. This override process is only available to students who have an 85% or greater in the prerequisite course.
- Students will not be able to submit the course registration if the form is not completed in its entirety. If there is an issue, please contact your student’s school counselor.
- For further information on how to complete the course registration online, please refer to the tutorial created by Mr. Funchess which can also be found in Schoology in the “class of” groups and the HSP2P group.

### **Rising 9th and 10th Grade Students** **Registering Online**

- Rising 9th and 10th grade students will complete their course registration online only. The deadline is Friday, April 13.
- Students and parents will be able to register for courses online through either a parent or student account in PowerSchool. The information and instructions for doing this will be sent home with students on Wednesday, March 21 via a personalized letter along with the third quarter report card.
- It is **strongly** recommended that the parent create a parent account in PowerSchool. Step by step instructions for doing this can be found in Schoology. Go to Resources for either the Class of 2021, Class of 2022 or the HSP2P group and open the Registration folder.
- A list of course selection choices by grade level can be found in the same Registration folder in Schoology.
- Once students and parents log into the PowerSchool website they will click on the “Class Registration” icon on the left to choose their courses for next year.
- Students must choose one course in each core subject as well as their elective choices, along with alternatives for the electives.
- Only the courses that teachers recommend will be available for students to choose. If a student wants to take a different course or level, he or she must email the current teacher in that subject area. The teacher will “unlock” the course for the student to select if he or she is recommending the student. If the

teacher does not recommend the student, the family will need to initiate a parent override meeting with the counselor. This override process is only available to students who have an 85% or greater in the prerequisite course.

- Students will not be able to submit the course registration if the form is not completed in its entirety. If there is an issue, please contact your student's school counselor.
- **Students and/or parents should print or save a copy of the final course registration page.** This is their documentation of their final course selections that they requested.
- For further information on how to complete the course registration online, please refer to the tutorial created by Mr. Funchess which can also be found in Schoology in the "class of" groups and the HSP2P group.

### The Registration Process

- Registration will begin on Monday, March 19, when counselors come into 9<sup>th</sup>-11<sup>th</sup> grade classrooms to introduce the online registration process and provide guidance on making sound course selection choices.
- Completed and signed registration cards for rising 11<sup>th</sup> and 12<sup>th</sup> grade students and finalized online course selections for rising 9<sup>th</sup> and 11<sup>th</sup> graders must be completed by Friday, April 13.
- Counselors will review both paper copies of course registration cards and online course requests to verify that students have registered for the appropriate classes.
- Counselors are unable to accommodate parent meetings during this course selection time period. Counselors are more than happy to answer any questions parents may have via email or phone. Please visit the Lake Norman Charter School website or Schoology for counselor contact information.
- Counselors are trained on the UNC system general admission requirements. When making course selections, it is the student's responsibility to research colleges and universities of interest regarding their specific course requirements for admission and plan accordingly throughout his or her high school years.

### Parent Overrides

- Students must receive their teacher's recommendation for any honors or AP level course, as well as certain designated electives, i.e., yearbook, digital citizenship.
- If a parent of a current 10<sup>th</sup> or 11<sup>th</sup> grade student wishes to override a teacher recommendation, the parent should sign next to the desired course on the course selection card. **Please note** that the student must be averaging 85% or greater in the prerequisite class for a parent to override a teacher recommendation. If the student does not have an 85% or greater in the prerequisite, then the student is not permitted to take the higher-level course.

- Counselors will review the course selection card and set up meetings with any parents who have indicated that they wish to override the teacher's recommendation. The meeting includes the parent, student, teacher and counselor.
- For current students in 8<sup>th</sup> and 9<sup>th</sup> grades who will be registering online, only courses that teachers recommend will be available to be chosen. If students wish to register for a course not available on their screen, they must email their current teacher in that subject area. If the teacher does not recommend the course to the student, the course will not be unlocked as a choice for the student.
- If a parent of a current 8<sup>th</sup> or 9<sup>th</sup> grade student wishes to override a teacher recommendation, the parent should email his or her student's counselor. **Please note** that the student must be averaging 85% or greater in the prerequisite class for a parent to override a teacher recommendation. If the student does not have an 85% or greater in the prerequisite, then the student is not permitted to take the higher-level course.
- At the conclusion of the override meeting, it is ultimately the family's choice which level course to take.

### **Information on Advanced Placement (AP) Courses**

- Freshmen are not allowed to take AP courses. Sophomores are allowed to take up to two (2) AP courses. Juniors and seniors do not have a limit on the number of AP classes they can take.
- There is summer work involved in several AP classes. The failure of a student to complete the summer assignment is not an acceptable reason to drop that AP course.

### **Making Appropriate Course Level Choices**

- Choosing the level of each course is important and requires careful consideration. Read the course descriptions in the 2018-19 Curriculum Guide which can be found on the LNC high school website under Academics and in Schoology in the Registration folder. View the video on curriculum also found on Schoology. Students should discuss their choices with their parents.
- Remember that AP and honors level courses require both academic ability and a strong work ethic in order for the student to be successful.
- Please direct questions regarding level placement (Honors, AP, etc.) to your current teachers and take their opinions seriously as they are the most accurate source of information.
- Choose the combination of courses carefully. Remember the teacher who may be recommending a student for a higher level course is not considering other higher level course recommendations outside of his or her subject area. Ultimately it is the student and parent's responsibility to factor in the entire course load as well as other considerations such as sports, a job, etc.

## **Career and College Promise at CPCC**

- Rising juniors and seniors are able to take courses at CPCC through the Career and College Promise Program if they qualify.
- The tuition for these courses is free, but the books and fees are the responsibility of the families.
- Interested students should plan on attending the information session on Thursday, March 22 at 3:00 in the MPR. Kimberly Morton from CPCC will be on campus to explain the process of registering for CPCC classes.
- Students can take classes online or in person. Typically a student will have two periods each semester available for CPCC classes, which allows the student to enroll in one class in the fall and one class in the spring. If a student wishes to take two CPCC classes each semester, he or she will be allocated up to four periods from his or her LNC schedule to do so.
- Any student who decides to take classes at CPCC must register for a full schedule at LNC first. After registering for classes at CPCC, the student should provide his or her counselor with the schedule so the counselor can coordinate the two schedules.
- Students are required to take the same number of CPCC courses each semester.
- Any student who fails to register for a second semester at CPCC or withdraws from a CPCC course will be scheduled in an LNC course so the student has a full schedule.
- For more information on the Career and College Promise Program at CPCC, visit their website: <https://www.cpcc.edu/hsprograms>